



Adopt-A-Spot Program

Safety Tips, Procedures & Reminders

1. The Memorandum of Understanding & Liability Waiver must be signed by a designated representative of your sponsoring organization and will be renewed annually.
2. The contribution for the sign is a ONE-TIME FEE. Production and installation of the sign will be coordinated by your Park Department representative, and placed in the appropriate location.
3. Failure to perform necessary maintenance duties at your adopted site may result in your name being removed from the sign and the Memorandum of Understanding being terminated.
4. All designs for proposed changes or new plant installations **MUST** be submitted for review and approved by a designated representative of the Adopt-A-Spot Program before any work can begin.
5. Each Sponsoring organization will be responsible for the following:
 - a. Weeding and deadheading throughout the growing season
 - b. Regular general site clean up (including trash, autumn leaves, debris, etc.)
 - c. Mulching (at least once per year, preferably early Spring)
 - d. Watering as needed
 - e. Planting (coordinated with designated AAS representative)
 - f. Other maintenance as needed
6. Volunteers must provide adult supervision at the rate of one adult for every four children between the ages of 12 and 16 years of age. **Children must be at least 12 years of age to work in an Adopt-A-Spot.**
7. The following Safety procedures shall be practiced when working at all Adopt-A-Spot locations:
 - a. Always work facing oncoming traffic
 - b. Avoid standing in, walking along, or crossing driving lanes
 - c. Park vehicles in legal parking spaces.
 - d. The use of traffic cones and safety vests is highly recommended when working at Adopt-A-Spot locations.

